

SOUTH CAROLINA STATE LIBRARY



EMPLOYEE HANDBOOK

Revised & Effective January 1, 2008

DISCLAIMER PAGE

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The language used in this document does not create an employment contract between the employee and the Agency. This document does not create any contractual rights or entitlements. The Agency reserves the right to revise the content of this document at any time. No promises or assurances, whether written or oral, which are contrary to or inconsistent with the terms of this paragraph create a contract of employment.

NOTE: Each employee must sign below acknowledging the above disclaimer. Signature verifies that the employee has received the disclaimer notification.

Employee Signature

Current Date

SOUTH CAROLINA STATE LIBRARY EMPLOYEE HANDBOOK

I. FORWARD

This handbook is provided as a general overview to your responsibilities and benefits as an employee of the South Carolina State Library. A comprehensive guide to personnel policies is provided in the South Carolina State Library Policy Manual. The policy manual is available on the Agency's intranet. For additional information or clarification, employees may also refer to the State of South Carolina Office of Human Resources Regulations web site at: www.state.sc.us/ohr/. Additionally, the Agency's Human Resources Department or the employee's immediate supervisor is available at any time to answer individual questions or to address concerns.

II. INTRODUCTION

A. MISSION AND VISION

Our Mission

The mission of the South Carolina State Library is to optimize South Carolina's investment in library and information services. We do this by:

- ❑ Supporting good governance for South Carolinians through the provision of research and information services to elected officials and state government personnel.
- ❑ Providing equal access to information for all South Carolinians.
- ❑ Ensuring collaboration and cooperation among information providers and cultural institutions.
- ❑ Defining standards for libraries and librarianship that promote professionalism and excellence among library personnel statewide.
- ❑ Providing and promoting superior library and information services through research, development and implementation of leading edge practices.
- ❑ Advocating for innovation and learning in order to create a better informed and more highly skilled South Carolina citizenry.

Our Vision:

The South Carolina State Library is a national model for innovation, collaboration, leadership and effectiveness. It is the keystone in South Carolina's intellectual landscape.

Our Values:

Values dictate the way we work with each other as we perform our mission and pursue our vision. We understand that our performance and behavior are guided as much by the spirit of the values as by the definition of the values.

- ❑ Communication: We believe communication is essential to performing our mission and pursuing our vision. Communication is vital to building organizational trust and is the hallmark of respect. Communication is a multifaceted, mutually beneficial process, and the transformation of ideas is crucial to organizational advancement. We believe the articulation of ideas by people engaged in an open-minded exchange results in new concepts, different perspectives and organizational excellence.
- ❑ Professionalism: We believe professionalism is an essential value and a well-trained and knowledgeable staff is our greatest asset. Integrity, respect and fairness guide our performance as we strive to exemplify professionalism in everything we do for the state of South Carolina.
- ❑ Collaboration: We believe the best possible results are achieved through partnerships and teamwork. When the ideas and actions of all interested parties are wisely considered the whole is always greater than the sum of the parts.
- ❑ Leadership: We believe that leadership is organizational and personal. At the center of leadership is accountability for the responsibilities we have been assigned. We believe that good leadership is characterized by the ability to make decisions, take risks, and manage failure. We believe great leadership creates an environment of inspiration.
- ❑ Innovation: We believe that change is constant in the competitive organization. At its heart are people thinking outside the sphere of current norms and learning to live beyond their zone of comfort. Through the well-considered use of new models, practices, and appropriate technology we can define the intellectual landscape of South Carolina.

B. Conduct, Appearance, and Professionalism

Serving the public as an employee of South Carolina state government requires the highest standards of personal and professional conduct. The professionalism, appearance, and personal conduct of all employees are of importance to the South Carolina State Library.

Friendly, prompt, professional and efficient service should be given to the public at all times. It is important that employee activities do not damage the highly respected reputation of the South Carolina State Library.

Employees of the Library are expected to dress in a professional manner suitable to their positions within the Agency and in accordance with organizational standards. Employees, particularly professional staff, are expected to present a neat, well groomed, and businesslike appearance during working hours. The Agency recognizes that what is appropriate dress for the professional staff may not be appropriate for support staff. As such, mailroom staff and library pages are afforded latitude, but they too are expected to present a neat well-groomed appearance. A minimum dress for male employees is khaki, uniform or cargo pants and a collared shirt. No message shirts are allowed unless, the message shirt is one that promotes the State Library or has a small brand logo such as polo. Female employees should not wear clothing that is low-cut, such as halter tops, tank-tops, etc.

Fridays are considered casual dress days; jeans are allowed to be worn. Individual discretion should be used for outside meetings or inside appointments, visitors or presentations to determine if jeans are appropriate for the day.

Shorts, flip-flops, jeans with holes or tears, T-shirts, cutoffs, sweats, spandex, hats, sheer clothing, exposed bra straps, bare midriffs, slippers and bare feet are never acceptable for the workplace.

Employees still unsure about appropriate dress should consult their supervisor for guidance. A good rule to remember is that when in doubt; always take the initiative to dress professionally. Employees dressed inappropriately, will be asked to go home and change and will have to use annual leave time for any time missed.

III. COMPENSATION AND BENEFITS

A. PAY SCHEDULE

The Budget and Control Board Office of Human Resources has established a uniform Pay Plan for State employees. Employees are paid semi-monthly (the 1st and 16th of each month) with 24 pay periods per year. When a pay date falls on a weekend or state holiday, paychecks are issued the preceding Friday. Because of IRS regulations,

a January 1st paycheck is issued the first official workday following January 1st.

A one-pay period delay is incorporated into the state's pay system. New employees receive a first paycheck on the second payday after completion of the first pay period. When an employee terminates, the final paycheck is provided on the second payday after completion of the pay period that includes the employee's last working day. The final check contains a pay out of any remaining annual leave.

B. PAYROLL DISTRIBUTION

Electronic deposit enrollment allows employees to have payroll checks automatically deposited to their bank accounts. Employees using automatic deposit receive a paycheck stub on payday. Paycheck stubs are stamped confidential and are delivered to each employee.

C. PAYROLL DEDUCTIONS

Deductions are listed on each employee's payroll check stub. Required deductions are: social security, retirement, state and federal tax deductions. Employees may elect to have other voluntary deductions taken for benefits. Health, dental, life insurance, long term care, long term disability, and vision care premiums along with 401K, United Way, medical spending, and dependent daycare. Premiums for benefits such as: health, dental and life insurance are deducted the same month that claims can be filed. For example the premiums that are deducted in October are for coverage in October. Immediately report any change in name, address, marital status or number of dependents to the Agency Human Resource department.

D. EXPENSE REIMBURSEMENT

Electronic deposit enrollment allows employees to have travel expense reimbursements automatically deposited into their bank accounts. Authorized job related expenses are paid and/or reimbursed at the rate approved by the State Budget and Control Board.

E. BENEFITS

1. Basic

State employees receive a wide variety of benefits. Benefits begin on the first of the month following the employees' date of hire. Basic benefits are listed below. For more information about these and other benefits, contact the Agency's Human Resource Department.

- a. **State Group Insurance:** Health, life, long term disability, long term care, vision care and dental insurance programs are offered to employees through the insurance programs of the South Carolina Employee Insurance Program. Money Plus enables employees to pay insurance premiums, dependent care and out-of-pocket medical expenses from pre-tax income. Benefits end the first of the month following the date the employee leaves employment. For more information about benefits, see "South Carolina's Insurance Benefits" at www.eip.sc.gov.
- b. **Retirement:** Employees are automatically enrolled in the South Carolina Retirement System unless specifically exempted by law. Benefits such as Disability Retirement and Group Life Insurance are also provided through the Retirement System. For more information, visit the S.C. Retirement Systems web site at www.scrs.state.sc.us.
- c. **Social Security:** Employees are automatically enrolled in the Federal Social Security System. For more information, visit the social security web site at www.ssa.gov/.
- d. **Deferred Compensation Program:** This is a voluntary tax sheltered retirement program that employees can elect to participate in. For more information, see the S.C. Deferred Compensation Program web site at <https://scrs.csplans.com/portal/PortalLogin.jsp>.
- e. **Workers' Compensation:** Employees sustaining an injury or illness arising out of or in the course of employment with the Library are eligible for worker's compensation insurance. This insurance is provided by the State Library. The Agency's Human Resource Department and the employees' Manager should be notified immediately of any injury or illness sustained while at work. For more information, see the following web site <http://www.state.sc.us/ohr/benefits/workerscomp.htm>.
- f. **Credit Union:** A complete variety of banking services are available to employees through the South Carolina State Credit Union. For more information visit the web site <http://www.scscu.com/>.

2. **Parking**

Free parking decals are available for designated State parking lots. Parking decals do not provide reserved parking spaces. Limited reserved parking spaces are available behind the 1500 Senate Street building for permanent full-time State Library employees. A nominal fee set by the Budget and Control Board must be paid each pay period. Any employee desiring a space should contact the Administrative Assistant to the Agency Director.

3. Borrowing Books and Other Materials

Employees may borrow materials for personal use from the State Library's regular circulating collection. To ensure adequate availability of special format materials used by citizens with qualifying disabilities, use of Talking Book Services materials are restricted to Talking Book Services staff. All materials must be checked out even when for use at an employee's desk. With the exception of the Talking Book Services materials, the loan period for employees is the same as for patrons with the same renewal privileges. The loan period and renewal of Talking Book Services materials are limited, and materials are subject to recall depending on patron need, at the discretion of the Talking Book Services Director.

IV. WORK PERIOD

Work period guidelines are applicable to all employees. However, the manner in which they are implemented is directly related to the exempt or non-exempt status of a position.

A. EXEMPT AND NON-EXEMPT EMPLOYEES

Under the Fair Labor Standards Act (FLSA) positions are classified as either exempt or non-exempt. The exempt or non-exempt status of a position is determined by the duties, functions and responsibilities of that position.

Typically, employees in professional level positions are classified as exempt. However, the Agency must comply with the appropriate testing and regulations as determined by the FLSA when deciding the exempt status of a position.

<<http://www.dol.gov/dol/compliance/comp-flsa.htm>>

B. HOURS OF WORK

The core hours of the State Library are 8:30 a.m. to 5:00 p.m., Monday through Friday. The minimum full-time work week for employees is 37.5 hours. The official work week begins at 12:01 a.m. Saturday and ends at 12:00 midnight Friday. The normal work day is 7.5 hours.

The core hours of employees of the State Library are 8:30 a.m. to 5:00 p.m., Monday through Friday with one (1) hour for lunch. However, employees are offered flexible hours as available with regards to the needs of the patrons of the Library and the departmental needs.

The Agency may require an employee to work additional hours when responsibilities of the Agency cannot be accomplished in the normal work hours. Employees do not receive additional compensation for hours worked between 37.5 and 40.0 hours per week. However, non-exempt employees do receive compensation after working 40.0 hours per week either in the form of overtime pay or compensatory pay. Overtime pay and compensatory pay are calculated at the rate of one and a half hours for every hour worked over 40.0 hours. Exempt employees do not receive additional compensation after working 40.0 hours per week, but are expected to work until the job is complete. Supervisors may exercise discretion when changing employees' schedules.

C. FLEXIBLE WORK SCHEDULE

Flexible work schedules will be offered when possible. Public services staff are limited to working from 8:30 – 5:00 in order to meet the needs and service delivery requirements of the Agency. Other State Library employees may choose from the following options for flexible scheduling:

7:30 a.m. – 4:00 p.m.
8:00 a.m. - 4:30 p.m.
8:15 a.m. - 4:45 p.m.
8:30 a.m. - 5:00 p.m.
8:45 a.m. - 5:15 p.m.
9:00 a.m. - 5:30 p.m.
9:30 a.m. – 6:00 p.m.

State Library employees, have the option of choosing one of the above work schedules, with the approval of their Departmental Directors. The option selected becomes the employee's core work schedule and may be changed or altered, by the Departmental Director. The work schedule of the employee should meet the Agency's need, the patron's needs and when possible the employee's preference.

D. LUNCH BREAKS AND WORK BREAK PERIODS

Each employee is expected to observe a regular schedule for lunch and work breaks. The Agency allows adjustments, as required, to meet the needs and service delivery requirements of the Agency and to

accommodate occasional changes necessitated by staff. In these instances discretion is afforded to the employee, with approval by the supervisor. The employee's immediate supervisor must approve occasional lunch and work break schedule changes.

The normal lunch break is one hour and should be taken during each work day of 7.5 hours. With the prior approval of the supervisor, an employee is allowed to add up to 30 minutes to the lunch hour. The extra minutes from lunch must be made up as agreed upon with the supervisor. Any time beyond 30 minutes is generally considered annual leave and the employee must submit a leave slip. Lunch may not be skipped or shortened in order for the employee to leave work early, unless approved by the Supervisor to meet the needs of the Agency. Employees are encouraged to leave their workstations/offices to observe lunch. The business needs of some areas dictate that those employees must adhere to a set lunch schedule. Employees in those areas must select a lunch hour between 11:30 – 2:00pm.

Employees are given one 15-minute work break period in the morning and one 15-minute work break period in the afternoon. Work breaks cannot be combined, used for late or early departure, or used in conjunction with lunch breaks. No work breaks may be taken within one hour of arrival or one hour of departure. Breaks are encouraged, however if there is a business need for an employee to work to serve the needs of the customer or Agency, breaks will not be given on that specific day. Break schedules will be coordinated by and approved by an employee's immediate supervisor for certain service areas in the Agency.

E. TIME SHEETS

Time sheets are used to record time actually worked by non-exempt and temporary employees. Actual times must be entered when an employee:

- ♦ begins to work
- ♦ goes to lunch or takes other leave
- ♦ finishes working for the day

To ensure accuracy, a time sheet should be completed throughout the day as time is worked or as leave is taken. Non-exempt employees must submit a signed and accurately completed time sheet to their immediate supervisor at the end of each work week. The supervisor must verify the record of hours worked, sign the time sheet and submit it to the payroll office before Noon on the following Monday.

Falsification of time sheets is considered fraud and is subject to the Progressive Discipline policy up to and including termination. Only supervisors have the authority to alter employee time records.

F. LATE TIME

Employees are expected to call their Supervisors if they are going to be more than 30 minutes late to work. If an employee reports to work late, the late time may be made up in one block of time in the same or following day. For example, an employee with a core work schedule of 9:00am – 5:30pm, reporting to work at 9:15am, may make up the time the next day by reporting to work at 8:45am. An employee may also use annual leave to account for the missed time, if the employee prefers to do so. The employee is considered tardy even though the time is made up or annual leave is taken.

Lunch and/or break times may not be used to account for late time on a regular basis. However, if there are extenuating circumstances, lunch time may be used to make up late time on a rare occurrence. Supervisors may exercise discretion in assessing late time. Generally, the agency allows a 7 minute window before the employee is considered tardy. Any time after 7 minutes past the employee's start time is considered late time and must be accounted for. Non-exempt employees must still record their actual hours worked. Exempt employees' time is not recorded on an hour for hour basis as they are required to work the necessary hours until the job is complete.

G. ADJUSTED WORK WEEK

When a non-exempt employee is required to work beyond the normal work day, to represent the Library at a meeting, or participate in continuing education activities, the employee may adjust their work schedule, with approval from their supervisor, to ensure that the normal work week of 37.5 hours will not be exceeded. For example, an employee required to work 3 hours on a Saturday may adjust the work week by ending the work day 3 hours early on a different day, within the same work week.

H. OVERTIME

Employees in non-exempt positions are the only employees that receive compensation for hours worked over 40.0 hours in a work week. Generally non-exempt employees should not incur overtime. Overtime is only used on an occasional basis in response to a critical situation and must be approved in advance by the Agency Director.

Overtime is considered actual hours worked in excess of 40.0 hours in a work week (12:01 a.m. Saturday through 12:00 midnight Friday). Employees do not receive additional compensation for hours worked between 37.5 and 40.0 hours per work week. Employees will either receive overtime payment or compensatory time, calculated at the rate of 1 ½ times for every hour worked. Compensatory Time, according to state regulations and the Department of Labor, is an acceptable alternative to overtime compensation for employees and is the standard method used by the Agency to compensate for overtime.

I. COMPENSATORY TIME

Compensatory Time may be granted to employees who are required to work overtime. Non-exempt employees may receive compensatory time off for overtime at a rate of one and one half (1 1/2) hour of compensatory time for each hour of overtime. All compensatory time not taken within three (3) months of the date earned will be paid to the employee as hours worked, unless exempted by the Agency Director.

Exempt employees do not earn compensatory time, but are occasionally granted leave without it being charged to their annual or sick leave balance, when the Supervisor is aware of situations when the employee has worked an excess of hours.

An employee's immediate supervisor must approve all requests for compensatory leave before the leave is taken.

J. HOLIDAYS

All full time employees will be allowed to observe the designated State Holidays with pay.

Holidays are to be taken on the prescribed day unless the Agency requires the employee to work. The Agency shall give employees who must work on a holiday prior notice. When a holiday falls during a period of leave with pay, that day will be counted as a holiday, not as a day of leave. An employee required by the Agency to work on a holiday will be given compensatory time within 90 days of the holiday.

K. ANNUAL LEAVE

Annual leave is considered vacation leave. Full-time employees and part-time employees in Full Time Equivalent (FTE) positions who are scheduled to work at least one-half the work week of the agency on a 12-month basis earn annual leave. The maximum number of earned days of annual leave that may be used in any one calendar year are 30

work days except for qualifying events under the Family and Medical Leave Act (FMLA).

Annual leave is earned as of the 17th of each month, provided the employee has worked at least 1/2 of the working days of that month. The Agency maintains all annual leave records for each employee.

Employees on a five-day work week schedule with service time of less than ten years earn annual leave at the rate of 1¼ work days per month of service in each calendar year. Employees with more than ten years of service earn a bonus of 1¼ work days of annual leave for each year of service over ten years.

During the calendar year, an employee may earn annual leave in excess of 45 work days. However, the employee may only carryover 45 days to the next calendar year. An employee who changes from being full-time to part-time or from part-time to full-time, without a break in service, shall retain the annual leave hours previously earned. Upon separation from State employment, a lump sum payment will be made for unused annual leave, up to and including 45 days.

Every effort will be made to approve an employee's annual leave request. However, leave is approved by management and is based on work commitments and the business need of the Library. Prior approval is required for the use of annual leave. It may not always be possible for an employee's leave request to be approved.

Annual leave may be taken in 1/4 hour (15 minute) increments. Each employee is strongly encouraged to maintain a minimum balance of 22.5 hours of annual leave. Leave may be scheduled before it is earned; however, no leave may be taken before it is earned.

To request annual leave, an employee must use the electronic leave system. The Agency Director must approve all requests for annual leave over 10 consecutive days. Leave requests are to be submitted to the supervisor as follows when possible:

- ♦ at least two weeks in advance when requesting one week or more of leave;
- ♦ one week in advance when requesting 3 or 4 days of leave;
- ♦ 2 days in advance when requesting 1- 2 days of leave;

Exceptions are handled on a case-by-case basis in response to emergencies. In case of an emergency, an employee must contact a supervisor by phone, voice mail, or other direct contact. Because unexpected disruptions can occur within any computer network, E-mail

should not be used as a primary means of contact. Employees must also notify the Agency within one hour of their start time, if they will not be in due to an emergency. Agency notification will be handled as instructed by the employee's Departmental Director. However, generally employees occupying the 1430 Senate Street building may notify the Agency receptionist; and those occupying the 1500 Senate Street building may notify staff assigned to the Information Services department's reference/circulation desk.

Failure of an employee to notify the supervisor of unscheduled leave within an hour of the start time may result in the employee being placed on disciplinary action.

L. SICK LEAVE

Sick leave is to be used for personal illness, injury, and doctor or dental appointments that cannot be scheduled during non-work hours. Full Time Employees and part-time employees in Full Time Equivalent (FTE) positions who are scheduled to work at least one-half the work week of the agency on a 12-month basis earn sick leave.

Sick leave is earned as of the 17th of each month, provided the employee has worked at least 1/2 of the working days of that month. The agency maintains all sick leave records for each employee.

Employees on a five-day work week schedule earn sick leave at the rate of 1¼ work days per month of service in each calendar year.

The State Library may advance up to 15 work days of additional sick leave to an employee in extenuating circumstances. Sick leave may only be advanced upon receiving written verification from a health care practitioner that the employee is expected to return to work within the 15 day time period. Once the employee returns to work, all sick leave earned will be applied to the leave deficit at the rate of 1¼ days per month (or if part-time, the monthly earning rate) until the deficit has been eliminated.

An employee can earn up to 195 sick days. However, the employee may only carryover 180 days to the next calendar year.

An employee who changes from full-time to part-time or from part-time to full-time, without a break in service, will retain the sick leave hours previously earned.

Sick leave can be used for the following reasons:

1. Personal illness or injury
2. Exposure to a contagious disease such that presence at work could endanger the health of fellow employees;
3. Appointment for medical or dental examination or treatment [Note: Examination appointments should be approved in advance by an employee's supervisor.]
4. Sickness related to the Family and Medical Leave Act (FMLA).
5. Treatment for alcoholism [In accordance with § 8-11-110 of the South Carolina Code of Laws.]
6. Caring for ill members of immediate family. Immediate family is defined as the employee's: spouse, children and the following relations to either the employee or the employee's spouse: mother, father, brother, sister, grandparent, legal guardian, and grandchild, if the grandchild resides with the employee and the employee is the primary caretaker of the grandchild.]

Employees are expected to maintain a minimum balance of 22.5 hours of sick leave. Sick leave may be taken in 1/4 hour (15 minute) increments. Employees are expected to use Sick leave judiciously to ensure sufficient leave for emergencies. Leave may be scheduled before it is earned; however, no leave may be taken before it is earned. In qualifying sick leave situations, the employee shall use all sick leave before going on leave without pay unless the Agency Director grants an exception.

In the event of illness or accident, an employee must contact a supervisor by phone, voice mail, or other direct contact (unless the employee is physically unable to do so). Because unexpected disruptions can occur within any computer network, E-mail should not be used as a primary means of contact. Employees must also notify the Agency within one hour of their start time, if they will not be in to work that day. Failure of an employee to notify their supervisor of leave within an hour of their start time may result in the employee being placed on disciplinary action.

To request annual leave, an employee must use the leave system to request leave and submit the request to the supervisor as follows when possible:

To request sick leave, an employee must use the leave system to request leave and submit it to the supervisor in advance of the leave event or immediately upon returning to work. Employees requesting leave to care for ill members of their immediate family should note this on the "Request for Leave" form prior to submitting it for approval, e.g. sick leave for child.

Employees requesting to have approved annual leave changed to sick leave are required to contact their supervisors as soon as they become aware of the need for a change. The employee may be asked to provide certification by a physician.

After three days of absence or absence which appears to be excessive, the use of sick leave may be subject to verification. The State Library may request a statement from the employee's physician or other appropriate health care provider to verify the employee's need to be absent from work, or to document the employee's ability to return to work and to verify the employee's ability to perform work assignments.

When the illness or accident requires more than one day of leave, the employee is expected to keep the Library informed of daily progress except in the case of extended illness. For extended periods of sick leave the employee must request leave specifying the inclusive dates. If the employee is eligible for leave under the Family and Medical Leave Act, the employee will be required to provide a certificate from a health care provider verifying the need for sick leave along with the dates of leave.

An employee who has used all eligible sick leave and 30 days of annual leave may be allowed to use any remaining annual leave for emergencies or serious health conditions of the employee or the employee's immediate family for leave which qualifies under the Family and Medical Leave Act.

Sick leave in connection with a scheduled appointment can be used for the time the employee is at the doctors and for travel time to and from the doctor. Any additional leave taken must be taken as annual leave. Employees are encouraged to schedule medical appointments early in the day or late in the day, which ever is most convenient and available.

M. COMPASSIONATE LEAVE

Employees who experience a death in their immediate family are eligible for three consecutive work days of leave with pay. Immediate family is defined as the spouse and the following relations to either the employee or the employee's spouse: great-grandparents, grandparents, parents, brothers, spouse of brothers, sisters, spouse of sisters, children, spouse of children, grandchildren, great-grandchildren.

An employee requesting leave for a death in the immediate family shall indicate the name of the deceased and the relationship to the deceased when submitting leave to the leave system.

N. COURT LEAVE

Employees are entitled to court leave with pay subject to the following provisions: 1) If the employee is summoned as a member of a jury panel or 2) If the employee is subpoenaed as a witness but will not receive any personal gain from the outcome of the litigation.

Upon being excused from service by the court, the employee is expected to return to work or take annual leave.

Personal litigation or litigation from which the employee stands to benefit is considered annual leave or leave without pay.

Court leave must be approved in advance (when possible). A copy of the court subpoena or jury notice must be furnished. Employees may retain any fees and travel payments received.

O. HAZARDOUS WEATHER

The Governor, upon issuing a Declaration of Emergency has the authority to excuse all employees of State government from reporting to work during extreme weather or other emergency conditions.

"Emergency conditions" are defined as circumstances that would expose employees to harmful or unsafe conditions as determined by the Governor's Office. The Declaration may be applicable to all employees in the entire State, or only to employees who live or work in one geographical region(s) of the State. Unless such a Declaration of Emergency has been issued, all State government employees are expected to report to work. However, employees should use their own personal judgment concerning safe travel.

To determine if a Declaration of Emergency has been issued, employees may connect to State of S.C. Office of Human Resources web page www.state.sc.us/ohr/weather/haz_weather_notification.htm or www.myscgov.com and click on the link "State Employees Weather Alert."

If a Declaration of Emergency has been issued, employees should not attempt to come to work until State Offices are officially reopened. If an employee chooses to remain at home after State Offices have reopened, the employee must take annual leave. Declaration of Emergency time is not considered paid time and must either be made up, annual leave taken or leave without pay taken. However, the Governor may declare a state of emergency or order all or some State

Offices closed due to hazardous weather conditions and issue up to five days of leave with pay for affected state employees.

Non-exempt employees may not work over 40 hrs per week to make up time related to a Declaration of Emergency. Non-exempt employees may make up hazardous weather time at the rate of 2.5 hrs per week and may use ½ hour of a 1-hour lunch break. Work break periods may not be used.

P. LEAVE WITHOUT PAY (LWOP)

Employees may apply for leave without pay (LWOP) for a period of illness which exceeds the employee's accrued sick leave. Approval is at the discretion of the Agency Director. Leave without pay must be approved in advance by the Agency Director except in an emergency. Any employee denied LWOP who does not have sufficient annual or sick leave may be subject disciplinary action

Occasionally an employee may request voluntary leave without pay for personal reasons. When such a situation occurs, each request will be reviewed by the Agency Director on a case-by-case basis. All requests will be reviewed in relation to business needs, staffing requirements, and service requirements.

Neither annual leave nor sick leave is earned when in a Leave Without Pay status. An employee granted Leave Without Pay for more than thirty (30) consecutive work days will have their State anniversary date advanced one calendar day for each calendar day on LWOP beginning with the 31st work day. Employees who are on leave without pay will not be paid nor receive holiday compensatory time for holidays which fall during the period of leave without pay.

Leave approved under these guidelines may be declared as Family and Medical Leave (FMLA) if appropriate.

Q. OTHER LEAVE

Other types of leave exist such as:

- ♦ Administrative Leave (Employees in FTE positions who are physically attacked while performing official duties, and suffer bodily harm as a result of the attack, must be placed on administrative leave with pay, rather than sick leave.)
- ♦ Blood Drive and Blood Donation Leave
- ♦ Bone Marrow Donor Leave
- ♦ Military Leave

♦ Organ Donor Leave

For a full description of other leave types per State of South Carolina regulations, see: www.state.sc.us/ohr/regs01/712.htm#712.01.

R. LEAVE TRANSFER PROGRAM

Regulation 19-711 governs the manner in which employees may voluntarily donate sick or annual leave into the leave transfer pool for use by other employees. Employees receiving leave from the leave transfer pool have been approved, by the Agency Director as leave recipients due to personal emergency circumstances.

Employees can make a request from the leave transfer program when they experience a catastrophic or debilitating medical situation, suffer severe complications related to a disability or a severe accident, experience a family medical emergency or other hardship. Employees must be able to demonstrate that the loss of income will have a significant and detrimental effect on their livelihood and ability to thrive. Requests for leave from the leave transfer pool are limited to 30 days. There are no limits to the number of separate requests that an employee may submit.

The decision of the Agency Director is final regarding leave pool recipients. There is no administrative judicial appeal of the decision available.

Two separate leave transfer pool accounts have been established - a sick leave transfer pool and an annual leave transfer pool. The records and forms for both leave transfer pools are maintained as required by the state regulations.

Any employee who wishes to donate leave time may do so in writing by completing the appropriate form. A maximum of 1/2 of an employees' accrued sick and/or annual leave earned may be transferred into the Leave Transfer program each year. A minimum of 15 days of sick leave must be retained in the donating employees' account. Any leave, once transferred to a pool account, will not be returned to the leave donor. Any leave must be donated prior to the end of the calendar year.

V. EMPLOYEE PERFORMANCE APPRAISAL

Every State Agency must develop an Employee Performance Management System (EPMS) that functions as an effective management tool within the agency to provide a sound process for the evaluation of the performance and productivity of employees. The EPMS is established to aid in the support of continuous communication between supervisors and employees.

A. PERFORMANCE REVIEW

The performance review date is the first day that marks the beginning of a new review period. If an employee does not receive a performance evaluation prior to the performance review date, the employee shall receive a "meets performance requirements" rating by default. Upon initial employment, the performance review date is established as twelve (12) months from the date of an initial employment.

All permanent employees are given an annual performance appraisal. Permanent employees are entitled to adequate notice of substandard performance and the opportunity to improve the substandard performance before receiving a "below performance requirements" rating and being removed from the position.

B. PROBATIONARY

New employees who have not transferred from another State Agency are in probationary status for one year, the designated initial working test period of employment with the State. Employees transferring from another State Agency are in probationary status for six months. During this probationary period the employee is given assistance and consultation to promote a successful transition to a permanent status.

C. TRIAL PERIOD

An employee who is promoted, demoted, reclassified, reassigned, or transferred to a different position shall have the performance review date reestablished six months from the date of the action. This places the employee in a trial status for six months. During this period the employee is given assistance and consultation to promote a successful transition to a permanent status.

D. PERMANENT STATUS

An employee who successfully completes one year of satisfactory service is considered a permanent employee and is entitled to all of the

benefits as such. If an employee with permanent status in a class is promoted, demoted, reclassified or is reassigned or transferred to a new class in which the employee has previously completed a probationary or trial period, the employee retains permanent status in that class and is not placed in a probationary status. Instead, the employee's performance review date is reestablished six months from the date of the promotion, demotion, reclassification, reassignment, or transfer.

E. AGENCY HEADS AND OTHER UNCLASSIFIED POSITIONS

Agency heads and other unclassified positions are exempt from the State Employee Grievance Procedure Act and are also exempt from the Employee Performance Management System. However, these employees are given annual performance evaluations. Annual performance evaluations for Agency Directors and Deputy Directors are completed by July 1st.

VI. EMPLOYEE CONDUCT AND PROGRESSIVE DISCIPLINE

The South Carolina State Library has an established a Progressive Discipline Policy. The Progressive Discipline Policy has been established to ensure situations arising from the misconduct or poor work performance of an employee are addressed in a timely and equitable manner.

Coaching and counseling of the employee occurs in conjunction with any disciplinary action. The general stages of the Progressive Discipline Policy are:

1. Oral Warning
2. Written Warning
3. Probation and / or Suspension
4. Termination

Some egregious acts of misconduct or poor work performance may be so severe that they do not follow the above action plan but move to probation or termination on the first occurrence. The Agency Director will authorize any disciplinary action beyond a written warning.

A. ETHICS

It is the responsibility of all employees to adhere to the State Ethics, Governmental Accountability and Campaign Reform Act of 1991 and related state and federal regulations and to comply with appropriate

reporting as required by law. Employees may not accept gifts, gratuities, favors, or loans from any business contact or individual with whom there is an official business relationship.

Employees who have knowledge of ethical misconduct are expected to notify a member of management or the Agency's Human Resources Department.

B. INSUBORDINATION

An employee's refusal or failure to carry out an assignment or comply with established procedures will be treated as serious misconduct, which could warrant disciplinary action up to and including termination.

C. HARASSMENT

The South Carolina State Library has a zero tolerance policy for harassment of any kind. The work environment should be free from any type of harassment or intimidation.

Sexual harassment is defined as any behavior which is unwanted and unwelcome; the behavior is severe or pervasive and the conduct is offensive and sexual in nature. Examples of sexual harassment are:

- Unwelcome advances
- Requests for sexual favors
- Verbal or physical conduct of a sexual nature
- Objectification of another in a sexual nature
- Inappropriate jokes or teasing in a sexual nature
- Comments about body parts or sex life of another
- Suggestive pictures, posters, calendars or cartoons
- Leering, stares or gestures
- Touching: brushes, pats, hugs, shoulder rubs, or pinches
- Excessive attention in the form of letters, telephone calls or gifts
- Repeated requests for dates.

The South Carolina State Library also considers creating a hostile work environment a form of harassment for which the Library has a zero tolerance policy as well. The work environment should be free from any type of harassment or intimidation.

The definition of harassment is: verbal or physical conduct designed to threaten, intimidate or coerce another. It also includes verbal taunting (such as racial, gender and ethnic slurs) which, in the employee's opinion, impairs his or her ability to perform his or her job. A hostile work environment creates an offensive and unpleasant working environment.

Employees are expected to report harassment immediately. Harassment of any kind is subject to immediate termination following an investigation.

D. WORKPLACE VIOLENCE

All forms of workplace violence are prohibited. These include, but are not limited to: the use of physical force in order to harm, threats, gestures, words and actions that alarm or abuse another person physically, mentally or emotionally, and intentional damage to property. Workplace violence is subject to immediate termination.

E. DRUG FREE

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance on Agency premises or while conducting Agency business is absolutely prohibited. Violations of this policy will result in disciplinary action, up to and including termination, and may have legal consequences.

F. UNAUTHORIZED LEAVE AND TARDINESS

Leave considered unauthorized occurs when an employee fails to notify their supervisor as required or the employee elects to be absent without the permission of the supervisor. Unauthorized leave is subject to progressive discipline.

Frequent or habitual tardiness that leads to the failure of an employee to meet their performance requirements, or that places an unnecessary burden on other employees or that compromises the Agency's ability to meet its mission and service goals is subject to progressive discipline.

If an employee takes unauthorized leave and does not notify their supervisor for 3 days, they are considered to have abandoned their job. The employee is automatically terminated unless there are extenuating circumstances which prohibited the employee from contacting their supervisor or the Agency.

G. ADDITIONAL CIRCUMSTANCES SUBJECT TO PROGRESSIVE DISCIPLINE UP TO AND INCLUDING TERMINATION

- ♦ Falsification of travel or related documents.
- ♦ Falsification of time sheets.
- ♦ Leave Without Pay due to insufficient annual or sick leave balance.

- ♦ Violation of the “Acceptable Use Guidelines for Information Technology Resources”.
- ♦ Violation of state laws, rules, and regulations regarding operation of state vehicles.
- ♦ Use of South Carolina State Library letterhead or other office equipment and supplies.
- ♦ Violation of state laws, rules, and regulations.
- ♦ Violation of the State Library policies and procedures.

**This listing represents some but not all circumstances that may be subject to progressive discipline up to and including termination.*

VII. GRIEVANCES AND APPEALS

The South Carolina State Library’s “Grievance Procedure Policy” provides the opportunity for a covered employee to seek answers regarding complaints and grievances without fear of discipline, restraint, coercion, or reprisal. The grievance procedure may be used when an employee’s complaint or concern cannot be resolved through the normal supervisory channel of communication.

A Covered Employee is considered a full-time or part-time employee occupying a part or all of an established full-time equivalent (FTE) position who has completed the probationary period and has a "meets" or higher overall rating on their performance evaluation and who has grievance rights. A covered employee does not include employees who are in temporary, temporary grant, or time-limited project positions and who do not have grievance rights.

Employees with concerns related to employment are encouraged to discuss them with their immediate supervisor. If the situation is not resolved to the employee’s satisfaction the employee can speak with the appropriate level within the Agency. This step marks the beginning of the formal process to resolve matters and ensures that concerns expressed by employees are addressed by the Agency.

The covered employee must initiate a grievance in writing to the Agency Human Resources Department within 14 calendar days of the effective date of the action. Since certain matters defined as grievable have time

limits, employees should consult the agency's Human Resources Department concerning requirements for filing a grievance.

Employees not satisfied with the ruling of the Agency Director, may contact the State Human Resources Director who will determine whether to dismiss the appeal, remand or forward the appeal for further action.

*The complete grievance procedure and appeal rights can be found on the South Carolina State Library's intranet under "Grievance Procedure Policy". The Office of Human Resources Regulations can also be used to gain further knowledge at www.state.sc.us/ohr/.

VIII. APPOINTMENTS, SEPARATIONS, ETC

A. AFFIRMATIVE ACTION

The South Carolina State Library is an Equal Opportunity Employer. It is our policy to recruit, hire, train and promote employees without discrimination because of race, color, religion, sex, national origin, age, or physical disability. This policy applies to all personnel actions including, but not limited to, recruiting, hiring, classification/compensation, benefits, promotions, transfers, layoffs, recall from layoffs, and educational, social or recreational programs of the Agency. It is also the policy of the Agency to take action to remove the effects of past discrimination.

The South Carolina State Library complies with all federal, state, and local laws prohibiting discrimination against job applicants and employees in all matters of employment.

B. POSITION VACANCIES

The Agency's Human Resources Department notifies staff of any vacancies at the South Carolina State Library by email. Vacancy announcements specify the position title, the online citation for viewing vacancy notices (*all are posted to the State Human Resource Information System*), other publications in which the notices appear, and the closing date for applications. Online state job vacancy notices include:

- ♦ Entry salary
- ♦ Title of the position and a summary description of the job responsibilities
- ♦ Class code, slot, and position number of the vacant position
- ♦ Minimum requirements
- ♦ Preferred qualifications

- ♦ Opening and closing dates
- ♦ Normal work schedule
- ♦ Position status (full-time or part-time)

Employees with an interest in an advertised vacancy may submit an application to the Human Resources Department. Additionally, employees should notify their immediate supervisor and departmental director of their intent to apply for the vacancy. When possible, consideration is given to a qualified internal candidate over outside applicants.

C. NEPOTISM

The State Ethics Act governs the employment of family members and conflicts of interest of such. No public employee may cause the employment, appointment, promotion, reassignment, transfer, or advancement of a family member to a State or local office or position in which the public employee supervises or manages. Family member means an individual who is (a) the spouse, parent, brother, sister, child, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, or grandchild or (b) a member of the individual's immediate family. Immediate family is defined as follows: a child residing in a public employee's household; a spouse of a public employee; or an individual claimed by a public employee or the public employee's spouse as a dependent for income tax purposes.

D. DUAL AND OTHER OUTSIDE EMPLOYMENT

Employment with the Same or Another Agency

All dual employment requests must be in writing and approved by the Agency Director. Ordinarily, an employee's work schedule with the employing agency should not be altered or revised to provide time to perform dual employment duties for a different agency, but state regulations provide for certain exceptions. The South Carolina State Library does not approve dual employment that results in overtime liability for the Library. No employee shall be eligible for any additional fringe benefits as a result of dual employment.

Other Outside Employment

No employee may engage in or accept private employment or render services for private interest when such employment or service:

- ♦ Is incompatible with the discharge of the employee's official duties at the South Carolina State Library or,
- ♦ Has the potential to impair judgment or action, thereby interfering with the performance of the employee's duties.

E. SEPARATION FROM STATE SERVICE

A separation is the end of the employment relationship initiated by either the Agency or the employee. An employee experiences a break in service when the employee:

1. Separates from State service and is paid for unused annual leave.
2. Moves from one State agency to another and is not employed with the receiving agency within 15 calendar days following the last day worked (or approved day of leave) at the transferring agency.
3. Remains on leave for a period of more than one calendar year.
4. Separates from State service as a result of a reduction in force and is not recalled to the original position or reinstated with State government within 12 months of the effective date of the separation.
5. Involuntarily separates from State service and the agency's decision is upheld by the State Employee Grievance Committee or by the courts.
6. Moves from an FTE position to a temporary, temporary grant, or time-limited position.

Resignation

An employee may resign their employment either orally or in writing. Such notification of resignation is accepted by the Agency in the same manner as provided, whether written or oral. Letters of resignation should contain the intended date of resignation. Copies are provided to the employee's immediate supervisor and departmental director.

Once an employee's resignation is accepted, it may not be withdrawn, rescinded, or amended without consent of the Agency Director.

Resignations should be given to provide a minimum of two (2) weeks notice. Professional level employees are encouraged to provide four (4) weeks notice prior to resignation.

Any employee who voluntarily submits a written resignation may not grieve or appeal under the State Employee Grievance Procedure Act.

Reduction In Force

A Reduction in Force is unfortunately necessary from time to time to protect and preserve the Agency as a whole. A Reduction in Force may be necessary because of conditions inside or outside the Library. In order to

ensure that employees are treated in a positive and equitable manner the South Carolina State Library has a Reduction in Force Policy.

When a full-time, permanent employee is assigned lower level responsibilities or demoted as a result of a reduction in force due to budgetary reductions, the employee's salary may be reduced on the effective date of the reduction in force. In exercising this discretion, the Agency Director may use the option that results in the greatest cost savings.

Any full-time, permanent employee affected by a reduction in force shall retain covered status and recall rights for a period of one year from the date of separation. A covered employee who is affected by a reduction in force may grieve or appeal the reduction in force under the State Employee Grievance Procedure Act if the appeal is based on inconsistent or improper application of a reduction in force policy or plan.

Termination

Termination is action taken against an employee to separate the employee involuntarily from employment due to misconduct or poor work performance.

Exit interviews from employees who leave State service are used to obtain separation information to improve future employment for others. A reasonable effort is made to interview all employees separating from the Agency. These employees are contacted for exit interview scheduling by the Agency's Human Resources Department.

IX. PERSONNEL RECORDS

A. PERSONNEL RECORDS

The Human Resources Department maintains an official personnel file for each employee of the Agency. These files are housed in the Human Resources Department and include but are not necessarily limited to the following:

1. A copy of the employment application.
2. Copies of all human resources actions reflecting the employee's work history with the agency such as forms concerning salary increases, changes in position, disciplinary action, leave of

absence, change of address, performance appraisals and position descriptions.

3. Any correspondence directly related to the employee's work.
4. Other pertinent documents as required by state regulations.

Information related to insurance, retirement and other benefits are located in a separate benefit file in the Human Resources Department.

Personnel records are confidential. An employee's official personnel file is available for the employee's review upon request. Documents cannot be removed, but may be eligible to be copied. An employee's immediate supervisor may review an employee's official personnel file upon request and without written consent of the employee. An employee's immediate supervisor may not review the employee's benefit file.

Employees are expected to notify the Human Resources Department of any change of name, address, telephone number, marital status, number of dependents, person to notify in case of emergency, insurance or retirement beneficiary, military status, or physician or hospital preference.

Any Agency employee subsequently determined to have falsified credentials or supplied misleading information on the employment application of record or on other personnel records is automatically subject to termination.

X. STAFF DEVELOPMENT AND TRAINING

A. EDUCATIONAL/PROFESSIONAL LEAVE

All library employees are encouraged to participate in employee development and training activities. The State Library will pay or reimburses an employee for associated costs (registration, travel, per diem, etc.) for activities which prior approval has been given for Educational/Professional Leave. Educational/Professional leave is granted for activities that will help improve the employee's performance in their present position, lead to the acquisition of skills necessary to perform additional job duties, or are essential to meeting the needs of the Agency.

The Agency Director reviews Educational/Professional Leave requests. When a request that meets the criteria above cannot be granted due to budgetary restrictions, an employee may opt to pay their own expenses and may be eligible to receive Educational/Professional leave. An employee must be a member of an association, group, etc., in order to attend an entity's professional conference/convention.

There is no cap on the amount of Educational/Professional Leave an individual may request and be granted. However, the Agency Director will take the number of events previously approved, with expenses supported by the Agency, for the employee during the course of a fiscal year into consideration.

Employees who receive approval for Educational/Professional leave must complete a "Staff Development and Training Report" form and submit it to their Supervisor within 5 working days of completion of the leave.

Attendance at conferences, lectures, meetings, training programs, etc., as part of an employee's official responsibilities, is considered work time and subject to the provisions of the S.C. State Library's Overtime Policy. Employees, with their supervisor's approval, may adjust their work schedule to ensure that the normal workweek hours are not exceeded. When appropriate, a non-exempt employee may apply for compensatory time.

Likewise, attendance at advisory group meetings such as Automation Vendor Users Groups, IMLS State Programs and FSCS Advisory Council is not considered Educational/Professional Leave. Attendance is required to meet agency needs and constitutes work time. As such, the Agency pays all associated costs as necessary, and employees may receive compensatory time as appropriate.

B. MEMBERSHIPS

The South Carolina State Employees Association

The South Carolina State Employees Association is a non-profit, non-partisan organization established to advance the welfare of state employees and retirees and to promote efficiency in the administration of the business affairs and public services of state government. It is supported financially by the dues of those employees and retirees who choose to be members.

Professional Associations

Employees are encouraged to be members of professional associations that will help improve their performance in their present position, lead to the acquisition of skills necessary to perform additional job duties, or that relate to the mission, goals and objectives of the Agency.

The payment of membership fees is the responsibility of the employee. The State Library pays institutional membership fees when it is in the interest of the Library to belong to an organization but pays individual membership fees only when an organization does not permit "Agency membership" or when it is less costly to the state to have individual memberships.

XI. GENERAL

A. ACCESS TO THE BUILDING

The access code for entering the State Library buildings is provided to each employee and should not be shared. For security reasons, it is changed upon separation of any employee from the Library. One day advance notice of a code change is generally provided, unless circumstances necessitate an immediate change. The code may be changed at any time at the discretion of the Agency Director.

The State Library buildings are staffed from 8:30 a.m. to 5:00 p.m. Monday through Friday. Employees working before or after normal staffing hours are responsible for their own safety and security.

B. AGENCY ONLINE CALENDAR AND LOCATION OF EMPLOYEES

The Information Technology Services unit maintains an online calendar that tracks meetings and employee leave. Supervisors and other designated staff post entries to the calendar, which is accessible via the Intranet. Employees are responsible for informing their Supervisor when leaving the building for extended periods of time. When an immediate supervisor is not available, staff must notify the Agency receptionist to ensure leave is posted to the calendar.

If needed, staff should check the online calendar throughout the workday for the latest information on attendance, meeting room bookings, library visitors, etc. The calendar is also available off-site via remote access.

C. VISITORS

Family members and friends are welcome at the State Library but staff may not use the work place for “extended” personal visits. Discretion should be exercised.

D. PUBLICITY AND INFORMATION

Only the Agency Director or the Director’s designees may communicate official statements about library policies, services, resources and current issues to the press.

E. SMOKING

Smoking is not permitted in the State Library buildings or vehicles.

F. STAFF CELEBRATIONS AND OBSERVANCES

An internal committee of employees and the Management Team develop guidelines regarding staff celebrations and observances.

The following celebrations and or observances are addressed:

- ♦ Departures
- ♦ Retirements
- ♦ Birthdays
- ♦ Anniversaries (with the Library)
- ♦ Holidays
- ♦ Staff Appreciation Day
- ♦ Hospitalizations/Major Illnesses of Library staff
- ♦ Deaths of Library staff and/or Family
- ♦ Deaths of Persons of Significance to the State Library

Employees wanting to organize celebratory events or observances in addition to those listed above should use discretion and hold the events outside of the library’s hours of operation. Staff efforts should not be used during work hours.

G. HOSPITALIZATIONS / ILLNESSES: STAFF PRIVACY

HIPAA (The Health Insurance Portability and Accountability Act of 1996) and its Privacy Rule took effect on April 14, 2001 and changed the way the South Carolina State Library handle notification of staff hospitalizations and illnesses. The HIPAA regulations are in place to maintain the privacy of "protected health information" (PHI) of people. HIPAA regulates the circumstances under which a covered entity may or

may not lawfully release PHI to others. In the interest of protecting employee privacy and the Agency, Departmental Directors and supervisors do not provide notification to staff of the onset, condition or progress of an illness affecting a co-worker.

Individual staff members are free to express their own private support and concern in any manner they deem appropriate and are free to share information privately among and with each other when approval is given by the affected staff member. At all times, an employee's privacy and expressed wishes are to be honored.

Matters of personal expressions of support are up to an individual's preference. Employees wishing to visit an ill or hospitalized co-worker during business hours may do so by following the established guidelines for requesting annual leave.

H. INTERNAL COMMUNICATION / AGENCY INTRANET

A variety of methods are used to communicate internally: the intranet, voice mail, memorandums, electronic mail, meetings, monthly reports, newsletters, etc. The intranet should be checked daily. It is the mandatory Agency default browser start page setting for all State Library employees.

Monthly activity reports are submitted by Departmental Directors and are posted to the intranet within 10 working days of the following month.

An internal quarterly agency newsletter, the LION'S ROAR, produced by staff is posted to the intranet. It provides timely, internal business operations information and promotes team building and staff development. Topics include employee benefits, safety and security issues, training events and priorities, introductions of new staff and State Library Board members, promotional projects that showcase State Library programs and services, and more.

The primary method of internal communication is electronic mail (E-mail). The Director of the Information Technology Services unit establishes user accounts for E-mail. Contact Information Technology Services staff about any problems or needs. E-mail should be checked throughout the day.

I. EMERGENCIES

Employees should dial 911 to report an emergency and then notify the building supervisors of the emergency in the Library.

Fire

Each employee should know where the nearest fire exit and fire alarm are located. In the event of a fire drill or an actual fire within the building, employees should follow established procedures. Designated staff are responsible for ensuring that all library users and visitors, particularly those with disabilities, safely evacuate the building.

Accidents, Illness, Emergencies

In case of a serious illness or injury at work, the employee's private physician and/or a member of their family will be called. The employee will be taken to the nearest hospital (Emergency Room of the Palmetto/Baptist Medical Center).

Any time an employee is injured on the job, the employee must notify their supervisor immediately. The Supervisor is responsible for notifying the Human Resources Department so that an accident report can be completed in compliance with the state's Worker's Compensation requirements.

If a visitor to the library experiences a medical emergency or accident, follow the visitor's wishes regarding the summoning of assistance. If the visitor is unconscious, call 911. Do not attempt to administer medical or physical aid to the visitor unless it is absolutely necessary.

Crime Or Disturbance

When a visitor creates a disturbance or poses a behavior problem, the visitor is asked to leave the Library immediately. If the visitor refuses or if a criminal act occurs, contact the Columbia Police at 252-2911. If the situation constitutes an emergency, call 911 to request assistance.

Immediately after the incident, the employee(s) involved should complete an incident report. Include as many details about the incident as possible and submit the report to the building supervisor.

J. BUILDING AND EQUIPMENT

Inventory Of Library Property

The Finance and Business Operations Department maintains detailed inventory records of all State Library equipment and furnishings. Only Departmental Directors may initiate transfer or addition through coordination with the Finance and Business Operations department.

Any personal property should be labeled as such. The State Library is not responsible for the security and safety of an employee's personal property.

Housekeeping

Employees are expected to keep their offices, workstations, and other areas of the library clean and in good order at all times. Clutter and other causes of interior disorder should be avoided. Clutter and other causes of interior disorder which lead to performance issues, inhibit the performance of others, or which present a poor image to customers or visitors to the library are subject to disciplinary action.

Employee Staff Rooms

Staff rooms are available to employees for breaks and meals. It is the responsibility of an employee using these areas to leave any appliances and/or eating utensils clean and properly stored in designated areas.

Employees may keep light snack items (securely contained/wrapped) as well as beverages with secure containers and resealable tops at their desks. No other food or beverages are allowed in office areas, workstations, or other areas of the library.

All other food brought into the library must be kept either in the staff room cabinets/pantry or in the refrigerator. When the refrigerator is cleaned and/or when space is needed in the refrigerator, unidentified items may be discarded.

Maintenance

Report anything that needs repair or replacement to your supervisor. Any problems with heating, cooling, or building and equipment maintenance should be reported to and coordinated by:

- ♦ 1500 Senate Street - Administration (Information Services Director or Collection Management Services Director)
- ♦ 1430 Senate Street – Administrative Assistant for the Agency Director or the Administrative Assistant for Talking Book Services

K. LIBRARY PURCHASES

Departmental Directors and Agency Administration may submit official requests for the purchase of goods and services. Only the Agency Director may authorize purchases.

Books and audiovisual materials are selected by the Library Services Manager and the Division Director of Discovery and Delivery. Suggestions for materials for addition to the collection may be submitted to the Division Director of Discovery and Delivery.

An inventory of routine office and computer supplies is maintained for work related use by employees. Other items needed by employees

should be requested from their supervisors. Departmental Directors complete Internal Purchase Requisition forms and submit the forms to the Finance and Business Operations staff.

L. MEETING ROOM

Meeting rooms should be reserved as far in advance as possible by posting the meeting to the online calendar. Assistance with conflicts or problems with a meeting room reservation should be reported to the Agency Director's Administrative Assistance or the scheduling employee's immediate supervisor.

M. CASH MANAGEMENT

A cash drawer is maintained at the Circulation Desk for patrons and staff to pay for photocopies, printouts, diskettes, etc., at the time the service is provided. Change for parking meters or vending machines are provided to staff or visitors only if sufficient change is available to meet daily needs.

Whenever possible, two staff members are to be present when money is counted and/or a deposit is prepared. Only staff members authorized by the Director of Information Services may provide change for the public and write receipts. The Library does not cash personal or third party checks.

The Finance and Business Operations department coordinates procedures for management of the cash drawer in conjunction with the Information Services director.

N. SOLICITATION AND DISTRIBUTION

Solicitations and distributions by Agency employees or outside individuals are generally prohibited during work hours. The State Library does allow for fund raising activities by charitable organizations that are certified by the Secretary of State. Any fund raising activities must be approved by the Agency Director and conducted in an unobtrusive manner.

O. POLITICAL ACTIVITY

The federal Hatch Act restricts the political activity of individuals principally employed by state or local executive agencies in connection with programs financed in whole or in part by federal loans or grants.

Because the State Library receives federal grants, the Hatch Act applies to employees of the State Library.

Title 5, Chapter 15, United States Code states:

- (a) A State or local officer or employee may not--
 - (1) Use his official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office;
 - (2) Directly or indirectly coerce, attempt to coerce, command, or advise a State or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes; or
 - (3) Be a candidate for elective office (in a partisan election).
- (b) A state or local officer or employee retains the right to vote as he chooses and to express his opinions on political subjects and candidates.

The Office of Personnel Management, Office of General Counsel, Washington, DC, must make determinations of any exceptions and permissible activities.

P. USE OF LIBRARY PROPERTY

All library property is for business use of the Library. However, the State Library affords its employees a certain degree of limited personal use of Agency photocopiers, fax machines, and other information technology resources.

Employees should remember that business equipment is property of the State and employees do not have any privacy rights. The Agency extends the opportunity to use information technology equipment and resources for limited personal use in an effort to create a supportive, balanced work environment. Equipment should not be modified, including loading personal software, copying existing software, or making configuration changes.

This benefit is extended by the Agency with the expectation that employees fully understand and accept that limited personal use:

- Involves limited use during non-work time such as: lunch periods and break times
- Involves use of library equipment or resources assigned to an employee's workstation, office or within the employee's departmental areas
- Involves none or minimal additional expense to the Agency -- examples of minimal additional expenses include using a

computer printer to print out a few pages of material or infrequently sending personal e-mail messages of moderate size without large attachments

- Does not give the false impression that an employee is acting in an official capacity
- Involves reasonable duration and reasonable frequency of use
- Results in only normal wear and tear to equipment
- Results in the use of small amounts of consumable resources such as: electricity, paper, ink, toners, etc.
- Does not overburden any Agency information resources
- Does not require the Agency to provide resources not already provided for an approved business need
- Does not conflict with the use of equipment for performance of official duties
- Does not adversely affect the performance of official duties
- Does not interfere with the mission or operations of the State Library
- Does not extend to use by family members or other personal acquaintances or persons not employed by the agency
- Involves responsible judgment, and compliance with applicable State Library policies and guidelines

Employees are accountable for following the above guidelines and for being responsible for their own personal and professional conduct. Improper use of Library property may be subject to the Progressive Discipline Policy. Supervisors are responsible for ensuring that library property and resources are being used appropriately and responsibly.

Telecommunications Equipment

State Library telecommunications equipment is to be used for conducting official business. However, employees may occasionally need to make personal phone calls during work hours, or receive or send a personal fax correspondence. Excessive use of telecommunications equipment is unacceptable. Under no circumstances are personal long distance calls (regular or fax) to be made. Employees who misuse telecommunications equipment may be subject to disciplinary action.

Photocopiers

There is a per copy charge for personal use of the library photocopiers. The limited personal use guideline affords employees the opportunity to make an occasional two or three photocopies, for personal reasons, without expectation of payment to the Agency. However, charges will apply for personal copying outside of the limited personal use guidelines.

Information Technology Resources

Information technology is an integral component of the operations of the South Carolina State Library. The State Library staff have access to a variety of information technology resources including hardware, software and telecommunication and should use the resources responsibly.

Vehicles

The Library provides vehicles for use by employees performing official South Carolina State Library business. Employees authorized to use these vehicles must abide by the regulations issued by State Fleet Management. This includes the driver and passenger wearing seat belts whenever the vehicle is in motion. Violation of state laws, rules, and regulations may result in progressive discipline. Employees may not smoke in Library vehicles and are expected to maintain the neatness and cleanliness of the interior of vehicles.

Trip log forms are provided in each vehicle and must be completed each time the vehicle is used. Extra copies of the forms are stored in the glove compartment. New forms are placed in the vehicles on the 25th of each month.

All accidents involving a state vehicle must be reported to the Director of Finance and Business Operations (F&BO). An "accident" is defined as the causing or incurring of damage or injury, whether or not the vehicle concerned is at fault. Copies of the most recent procedures and "Report of Accident" form are in each vehicle. The form must be completed and submitted to the Director of Finance and Business Operations immediately upon return to the Agency.

To reserve a vehicle the employee should notify the Agency's Administrative Assistant or post a reservation to the online calendar. Every attempt is made to assign a preferred vehicle as requested.

When a library vehicle is unavailable, an employee may be requested to use their personal vehicle. Employees are reimbursed at the mileage rate established by the Budget and Control. However, because of possible additional liability and other issues, approval by the Agency Director is required when an employee requests to use their personal vehicle when a State Library vehicle is available. .

Business Travel

Employees required to travel within and outside of South Carolina will receive reimbursement for such travel in accordance with state laws and regulations and within budgetary limitations. Reimbursement may include the cost of transportation plus expenses for lodging, meals, and other activities associated with official business. State regulations may govern

the mode of travel as well as mileage rates for which an employee may be reimbursed. All travel must be approved in advance.

Mail/Stationery (Letterhead)

The Library's stationery may be used only for official business correspondence. South Carolina State Library letterhead or office stamps or meters or Interagency Mail Service (IMS) should not be used for personal mail. Work addresses should be used only for business mail only. However, the Agency understands that employees may need to have the occasional package delivered to their work address. Reasonable judgment should be exercised

Equipment, Supplies, State Records & Similar Resources

Equipment, supplies, state records and similar resources belonging to the South Carolina State Library are to be used solely for conducting official business. It is the employee's responsibility to ensure that all state property, supplies and records are not abused, misused, or removed from the premises.

***Any violation to policies listed in this handbook may be subject to progressive discipline. Questions regarding information in this handbook can be directed to an employee's supervisor, the Human Resource Department, or the Agency Director. Additional information regarding these and other policies may be available on the South Carolina State Library's Intranet.**